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# Installing Invida Mobile

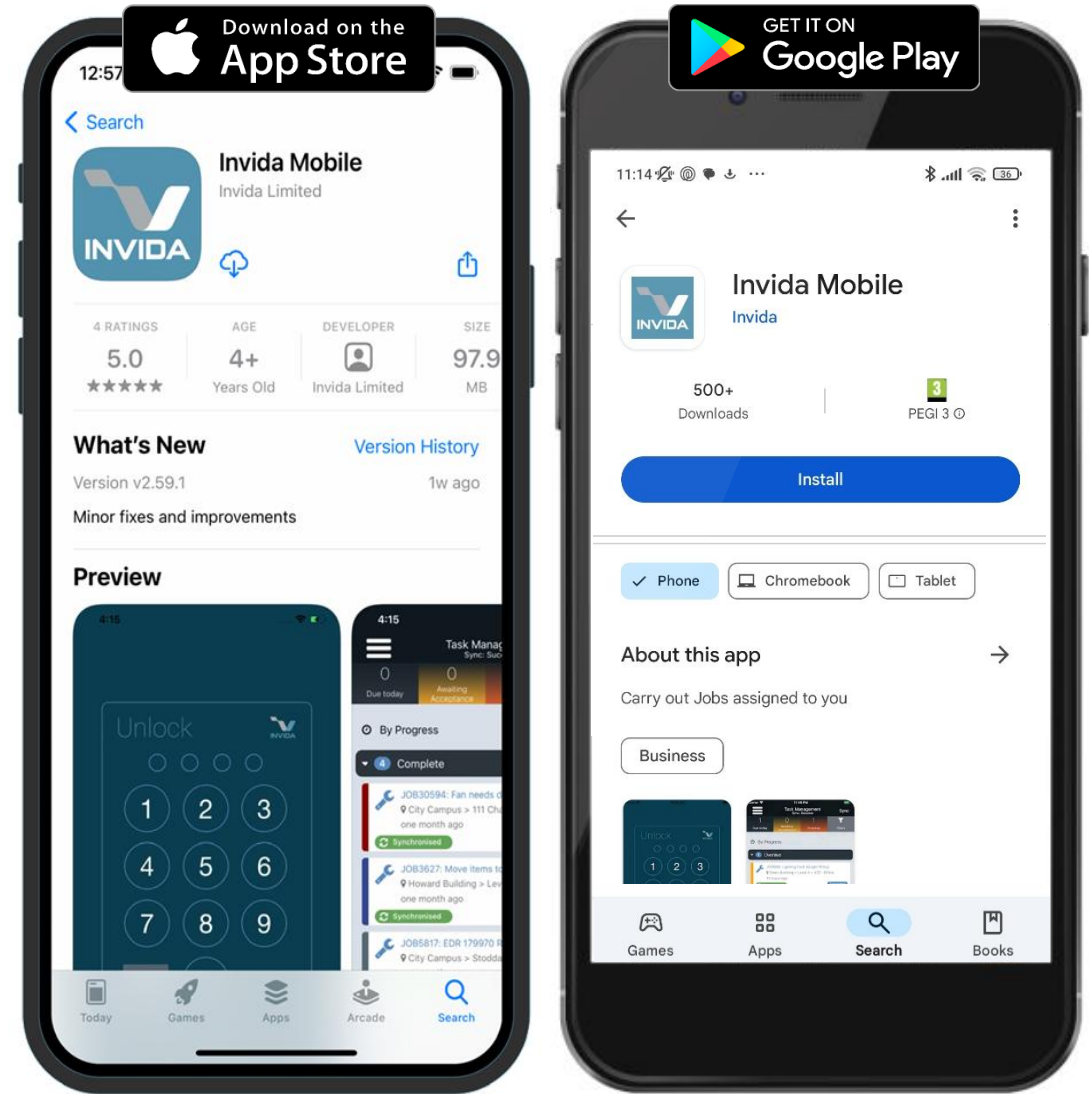
Search for and install the free *Invida Mobile* app from your device's app store.

(Make sure you choose *Invida Mobile*, not *Invida Resolve*.)

Once installed, the app icon will appear on your device:



Invida Mobile



# Logging in to INVIDA

Enter the *Customer Code: UOC*

Sign in with the email and password configured within your INVIDA *User Account*.


When logging in for the first time you will be asked to set a 4-digit PIN, which is all that is needed in future.

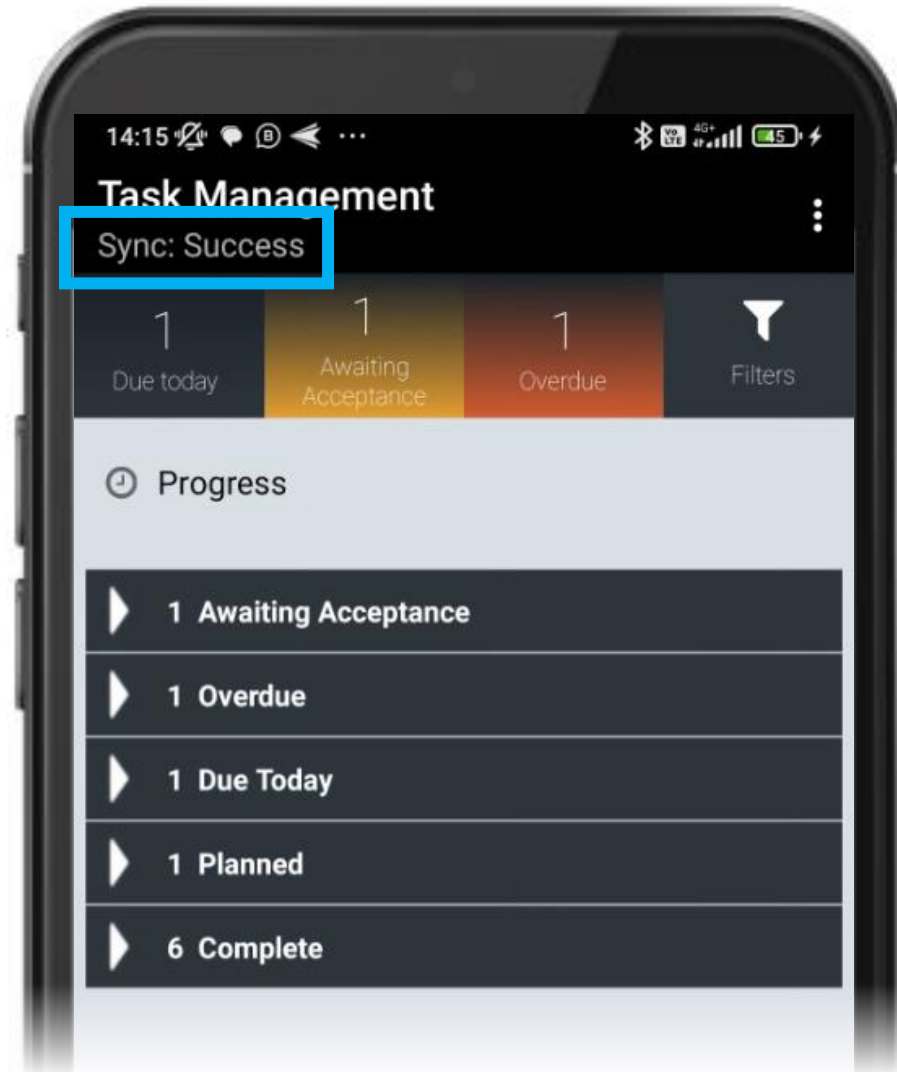
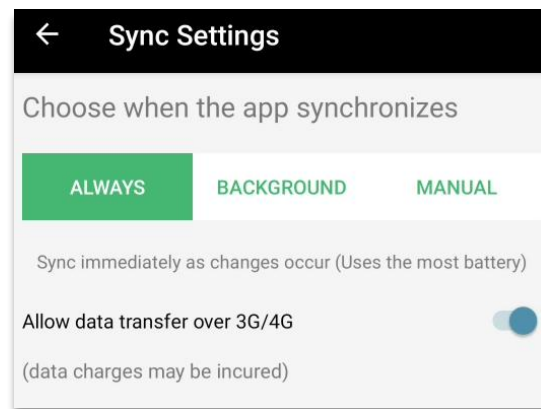


# Task Management

## Sync

*Success:* Device is in sync with the Invida cloud and other *Users*.

Tap  (or iPhone lines) to access *Sync Settings*:




iPhone layout has lines top left, instead of dots top right.

# Task Management

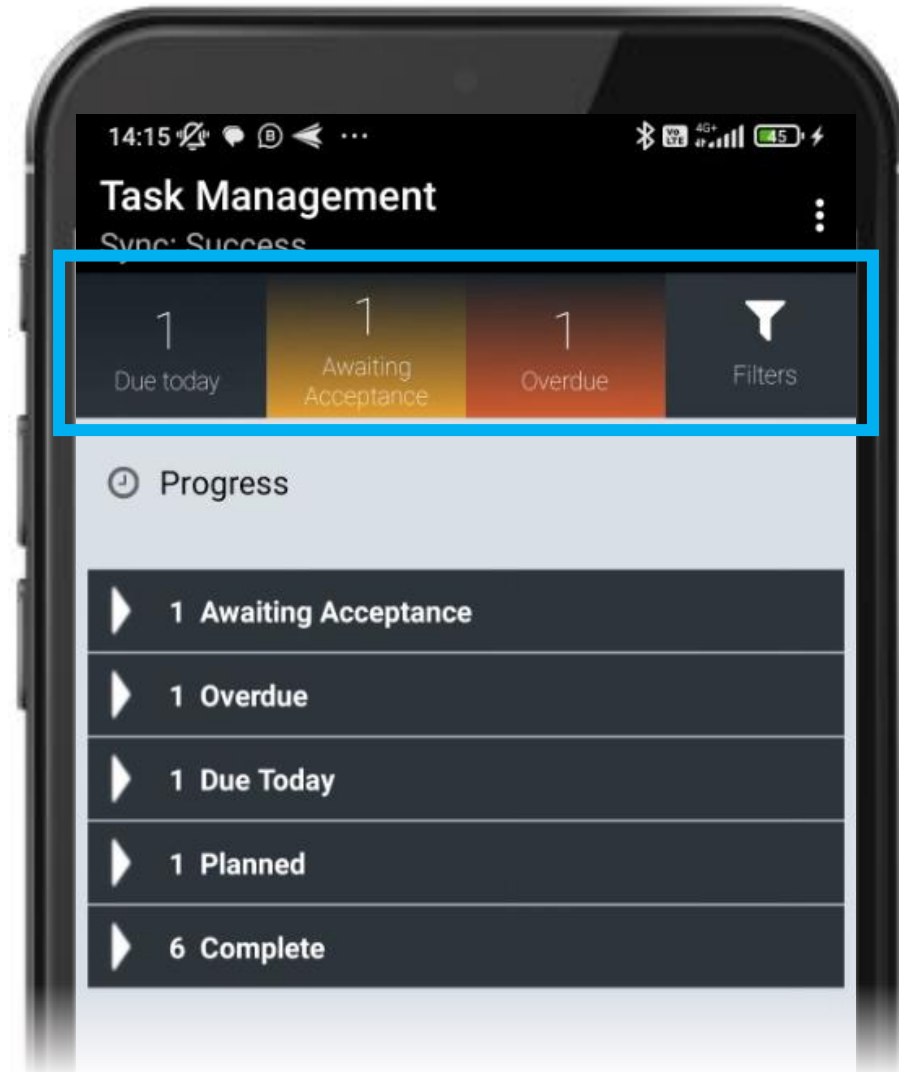
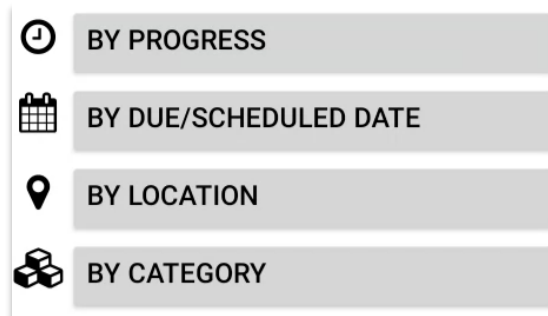
## Status bar

Summary of *Jobs* assigned to you.

Tap tiles to filter.

Tap  to close filter and return to home screen.

Tap *Filters* to search, or filter *Jobs* ...

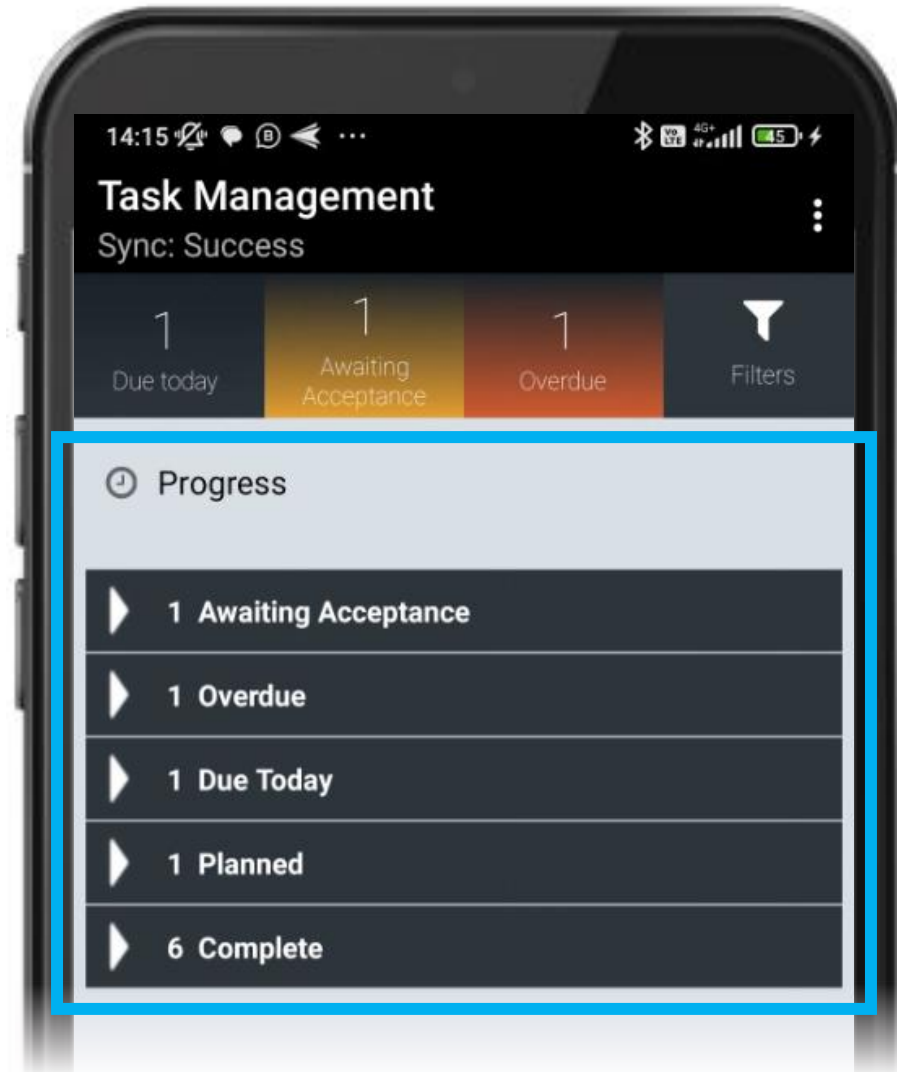


# Task Management

## Progress groups

Tap on a heading to expand and show *Jobs*.

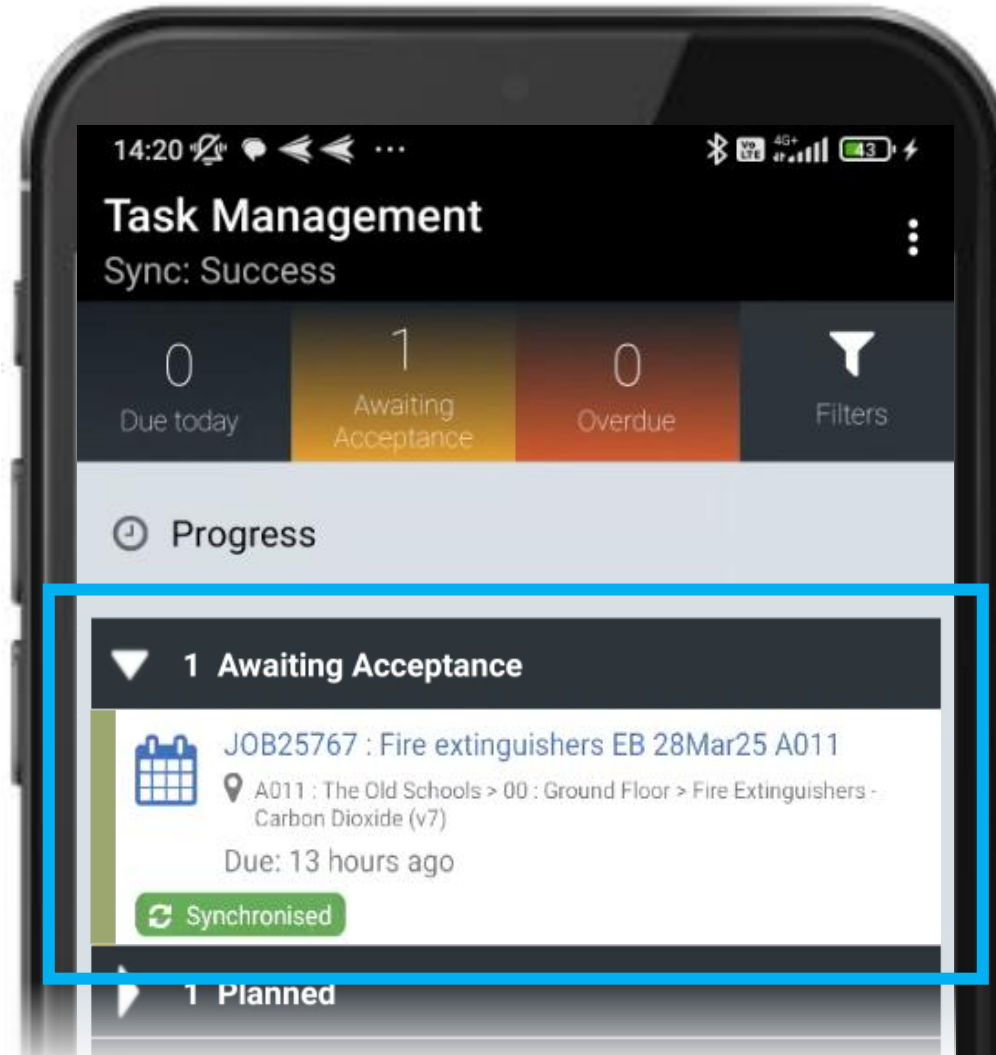
*Use Filters (previous page) to change groupings.*



# Task Management

## Progress groups

Tap on a heading to expand and show *Jobs*.



# Job Summary overview

## Job Priorities & SLAs

Priority	contain before	attend before	complete before
1 – Emergency	1 hr		1 day
2 – Urgent		4 hrs	1 day
3 – Routine		7 days	14 days
4 – Routine – Specialist		7 days	21 days
5 – PPM Remedial			30 days
6 – Proactive			30 days
7 – Minor Works			90 days
8 – PPM			per schedule

days =  
working  
days



JOB25767 : Fire extinguishers EB 28Mar25 A011  
A011 : The Old Schools > 00 : Ground Floor > Fire Extinguishers - Carbon Dioxide (v7)  
Due: 13 hours ago  
Synchronised



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# Job Summary overview

## Job Type



Reactive



Planned



Follow on



JOB25767 : Fire extinguishers EB 28Mar25 A011

A011 : The Old Schools > 00 : Ground Floor > Fire Extinguishers - Carbon Dioxide (v7)

Due: 13 hours ago



Synchronised

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# Job Summary overview

## Job Ref



JOB25767

Fire extinguishers EB 28Mar25 A011



A011 : The Old Schools > 00 : Ground Floor > Fire Extinguishers - Carbon Dioxide (v7)

Due: 13 hours ago

 Synchronised

# Job Summary overview

## Location

A – Old Schools  
B – Old Press  
C – Scroope House  
D – Downing Site  
E – Old Addenbrookes  
F – North West Sector  
H – Addenbrookes Site  
K – North City  
L – South City  
M – New Museums Site  
N – Eddington  
Q – Out of Cambridge  
R – Lords Bridge  
S – Sidgwick Site  
T – Maddingly Rise Site  
W – West Cambridge Site



JOB25767 : Fire extinguishers EB 28Mar25 A011

A011 : The Old Schools > 00 : Ground Floor > Fire Extinguishers - Carbon Dioxide (v7)

Due: 13 hours ago

Synchronised

Site	Building	Floor	Room/Space
↓	↙	↘	↓
<b>E 0 5 2 - 0 6 - 0 0 0 4 : W 6 . 1 6 Office</b>			

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# Job Summary overview

## Scheduling



A job summary card with a light blue background and a vertical green bar on the left. It contains a calendar icon, a job title, a location path, a due date status, and a synchronization button.

 **JOB25767 : Fire extinguishers EB 28Mar25 A011**

 A011 : The Old Schools > 00 : Ground Floor > Fire Extinguishers - Carbon Dioxide (v7)

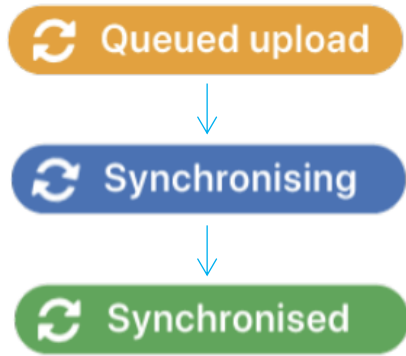
**Due: 13 hours ago**

 Synchronised

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# Job Summary overview

## Sync status

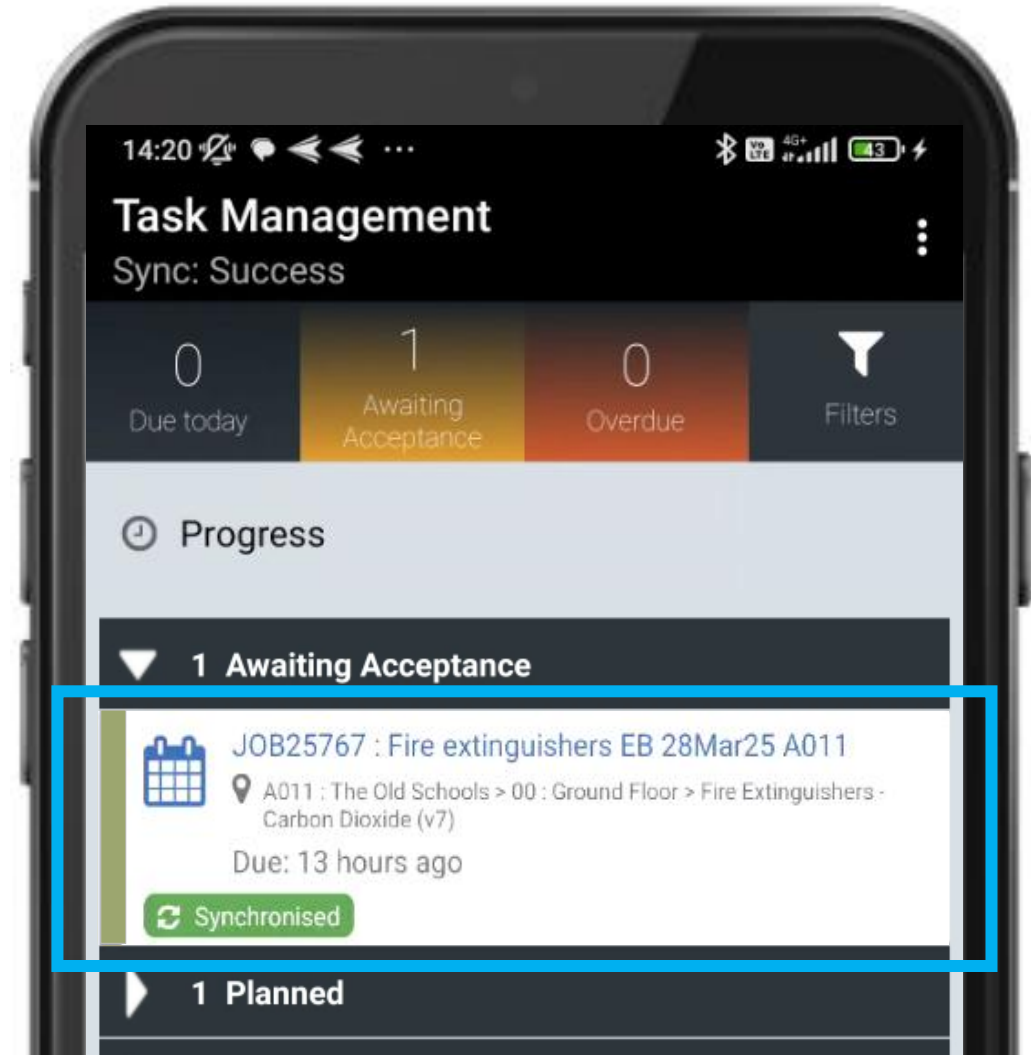


A job summary card for 'JOB25767 : Fire extinguishers EB 28Mar25 A011'. It includes a calendar icon, a location pin icon, and the text 'A011 : The Old Schools > 00 : Ground Floor > Fire Extinguishers - Carbon Dioxide (v7)'. Below this, it says 'Due: 13 hours ago'. At the bottom, there is a green button with a refresh icon and the text 'Synchronised', which is highlighted with a blue rectangular border.

If the Job is not badged as Synchronised, see page 4 above.

# Starting a PPM Job

Tap *Job* in the *Awaiting Acceptance* section to open it



# Reject Job

## Tap *Reject*

iPhone: Choose from list presented or tap 'Other' to enter own reason.

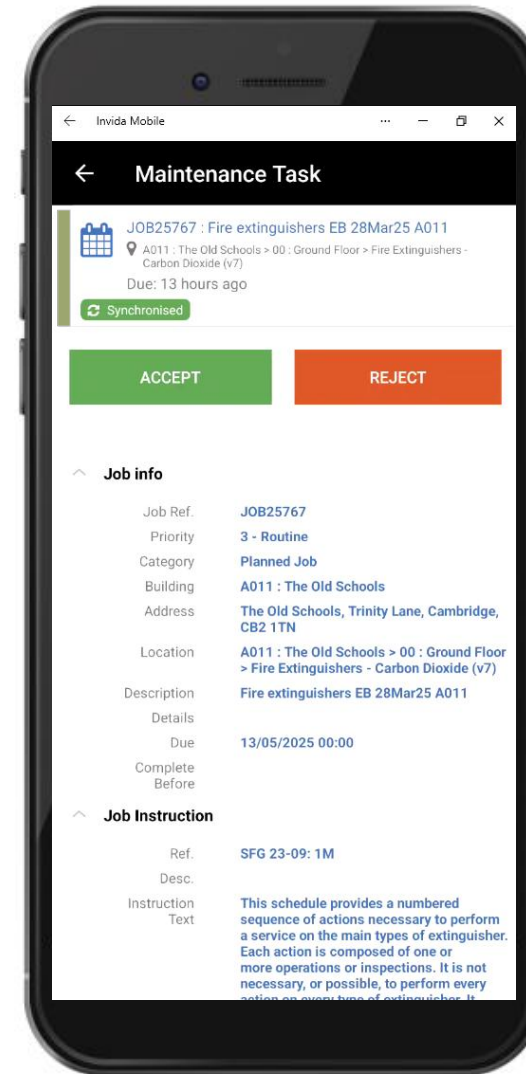
Android: Enter own reason:

**Reject Job**  
Please provide a reason:

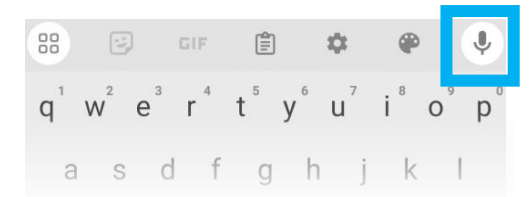
Not available

CANCELREJECT

The *Job* status will then show: Rejected



Note:  
Inputs can be dictated



# Accept Job

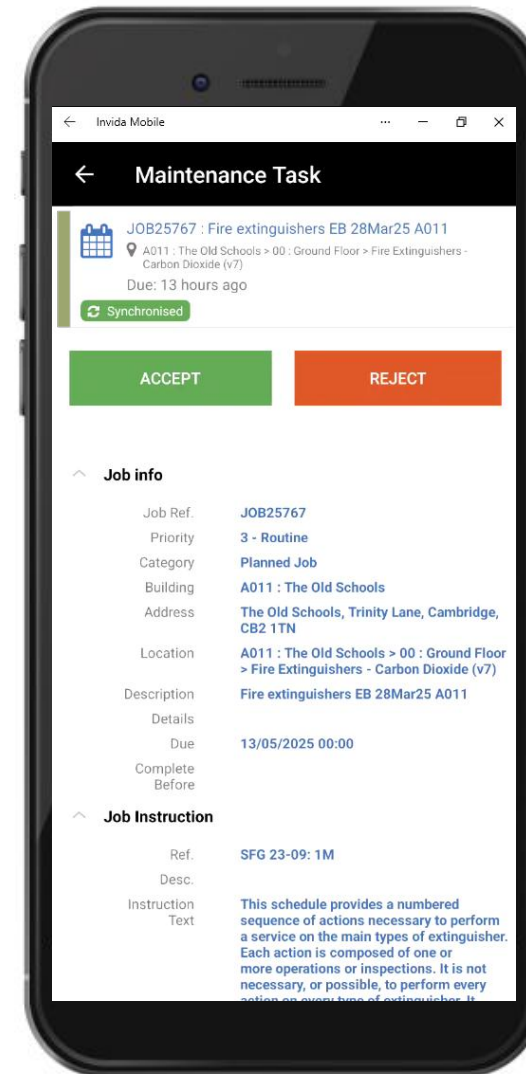
Tap *Accept*

The *Job* status will then show: **Accepted**

## Before you start

Tap each question to agree,  
or tap twice to disagree with  
comment.

Note: This will need to be done when onsite.

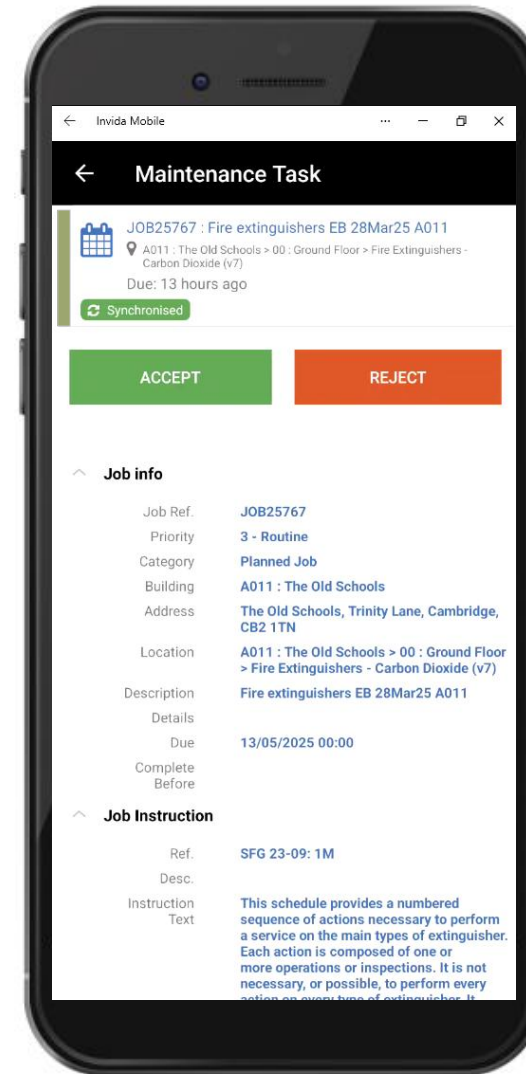




# Job & Ticket Info

Find *Job Info* to see details including full address and postcode.

Find *Ticket Info* to see details including contact name, email and phone number.



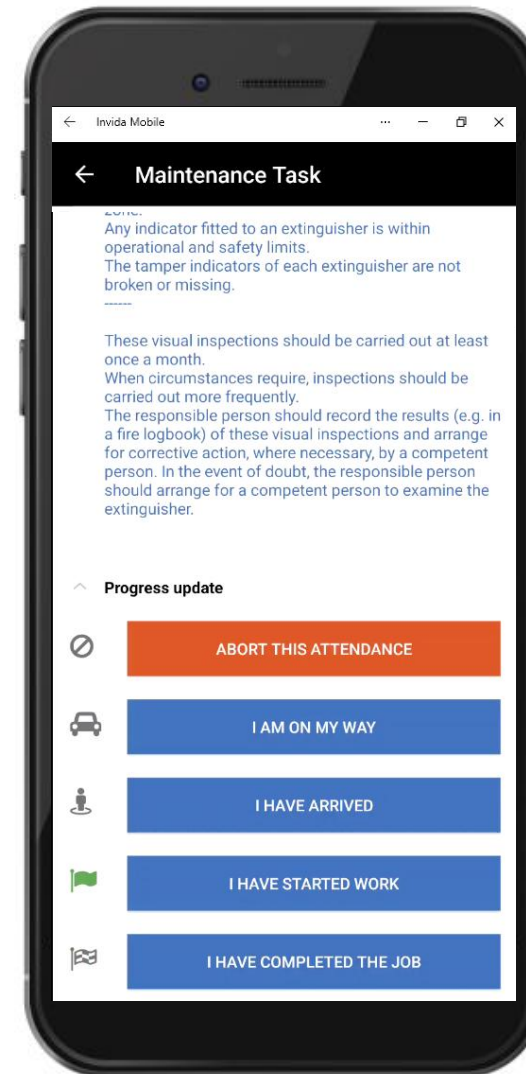
# Progress update

Scroll to bottom of screen.

Tap: 

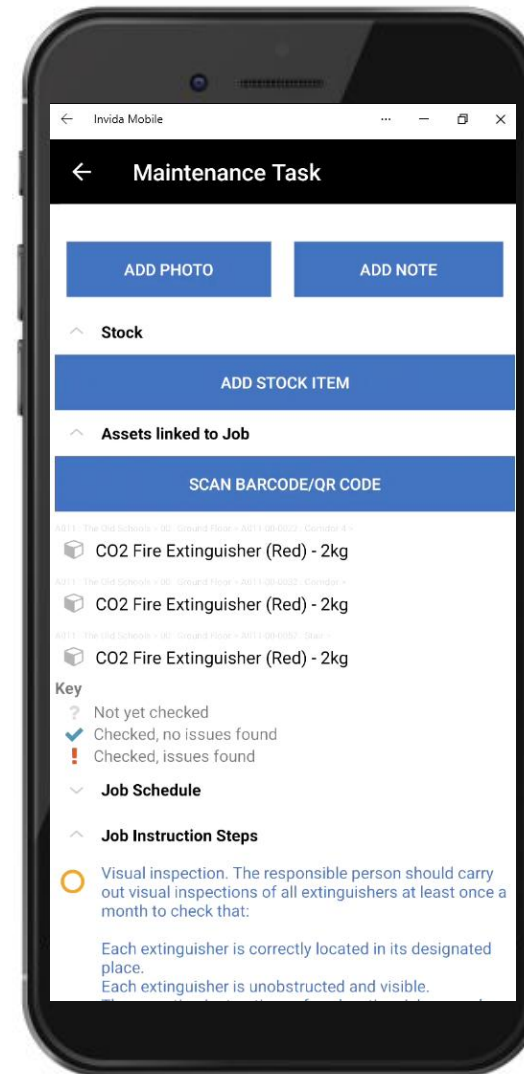
I HAVE STARTED WORK

Note: The *Before You Start* questions will need completing first, when onsite. Travel times can then be changed if necessary.



# Carrying out PPM Job





Add photos & notes  
(at any point).



# Carrying out PPM Job

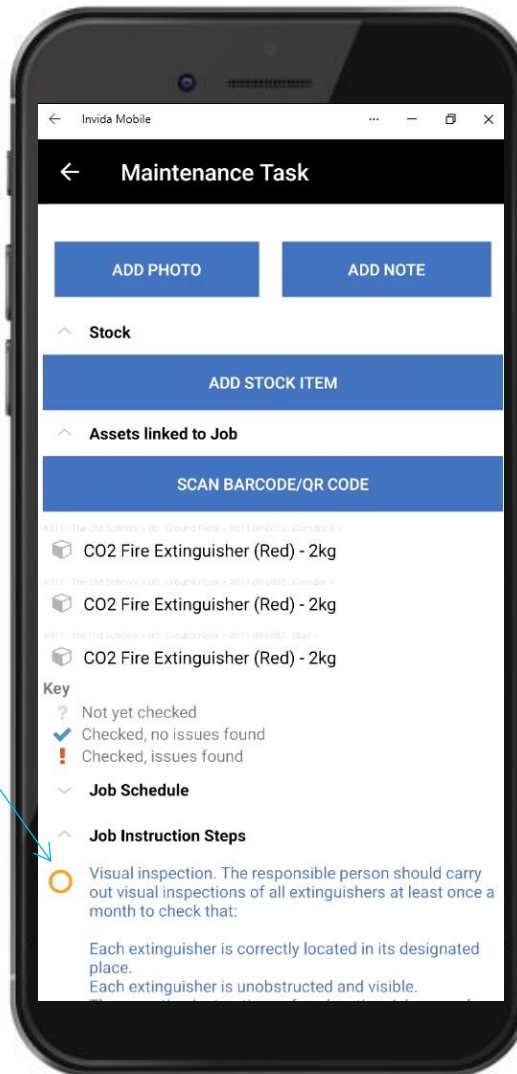
Read through *Job Instruction Steps*.

Tap  repeatedly to change to:

-  Complete
-  Part complete
-  Not started
-  Not applicable

A comment can be added for each.

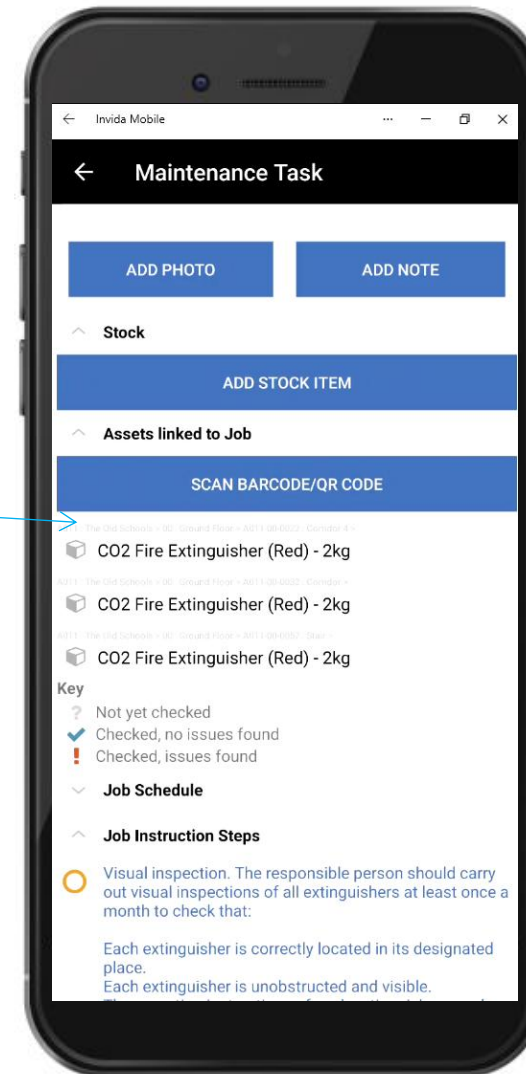
Instructions only need to be completed once per job,  
not per asset.



# Carrying out PPM Job

Associated assets are listed.

Each asset location is given in small light-grey text.



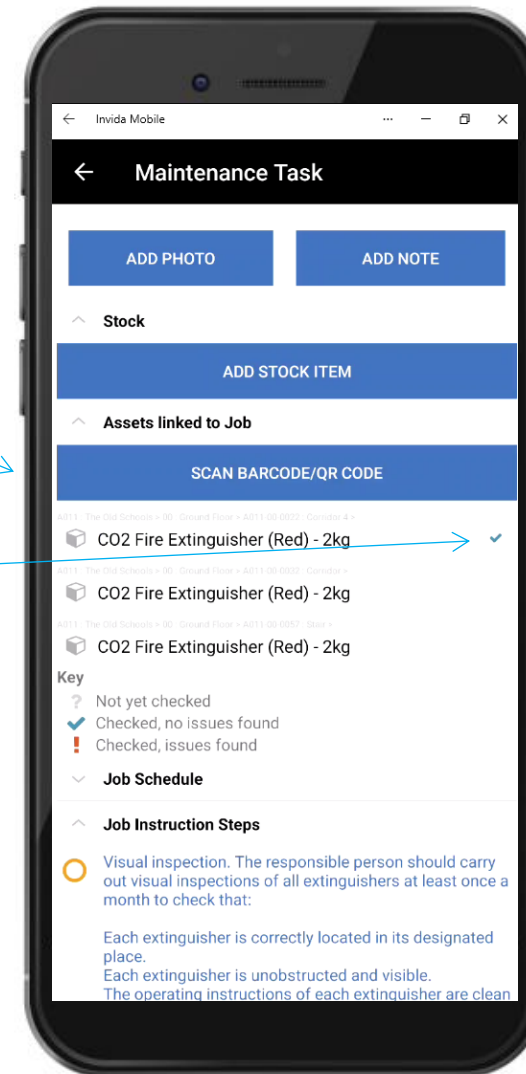
# Carrying out PPM Job

To identify an asset in the app, scan its QR code.

A tick will appear next to the asset scanned.

Note: If another asset has been previously tapped and is open, the scanned asset will not open in its place.

Once an asset has been scanned it will remain ticked.



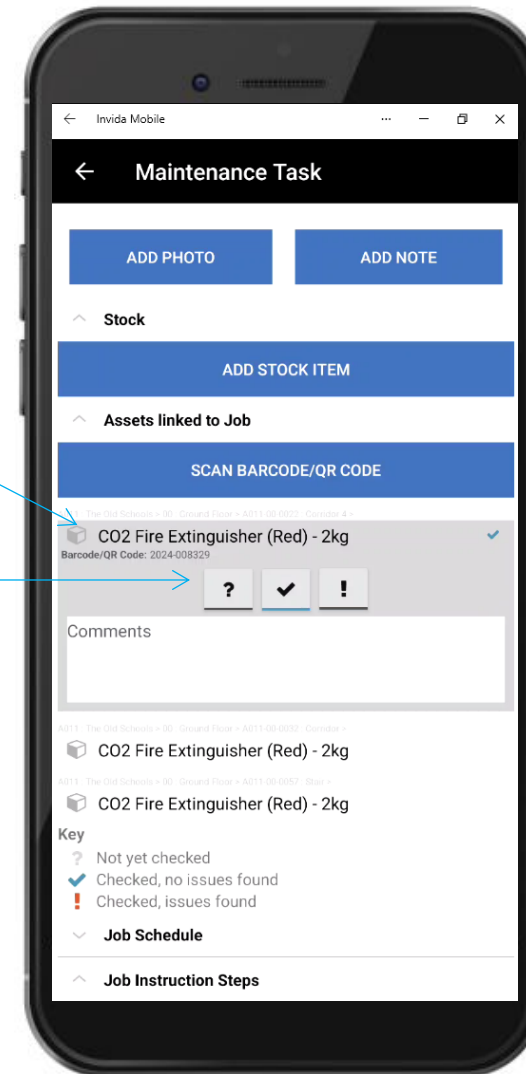
# Carrying out PPM Job

Tap an asset to open its details.

Tap to change asset status from the default '*Checked, no issues found*'.

Add comments as required.

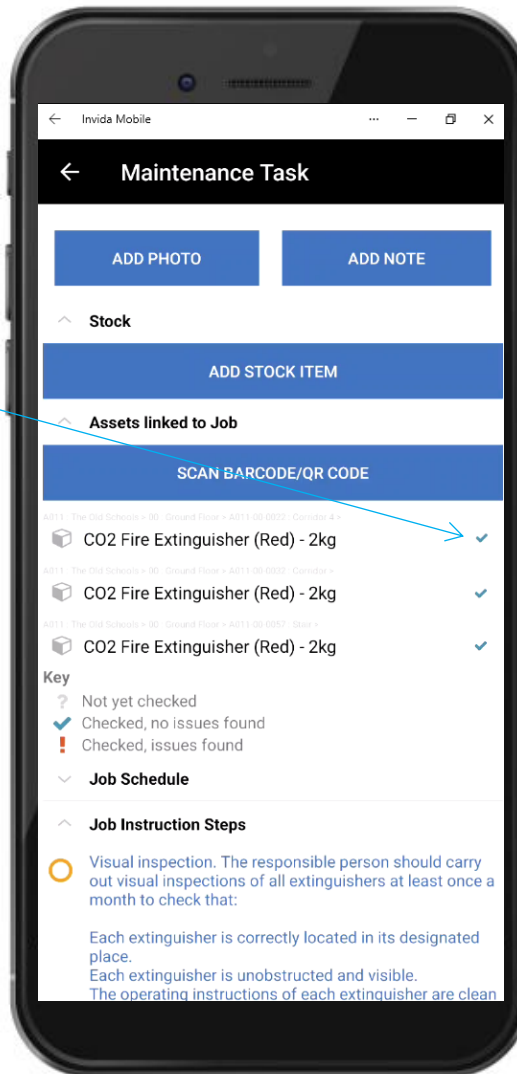
Note: Symbols are explained in the onscreen Key.



# Carrying out PPM Job

Ensure all assets listed have been checked before completing the Job.

Additional assets can be added to the list by scanning their QR codes.





# Completing PPM Job

When finished, check times and indicate whether the overall job is complete, or a further visit is required.

Work start time  
- 19 Sep 24 12:55 +

Work finish time  
- 19 Sep 24 12:55 +

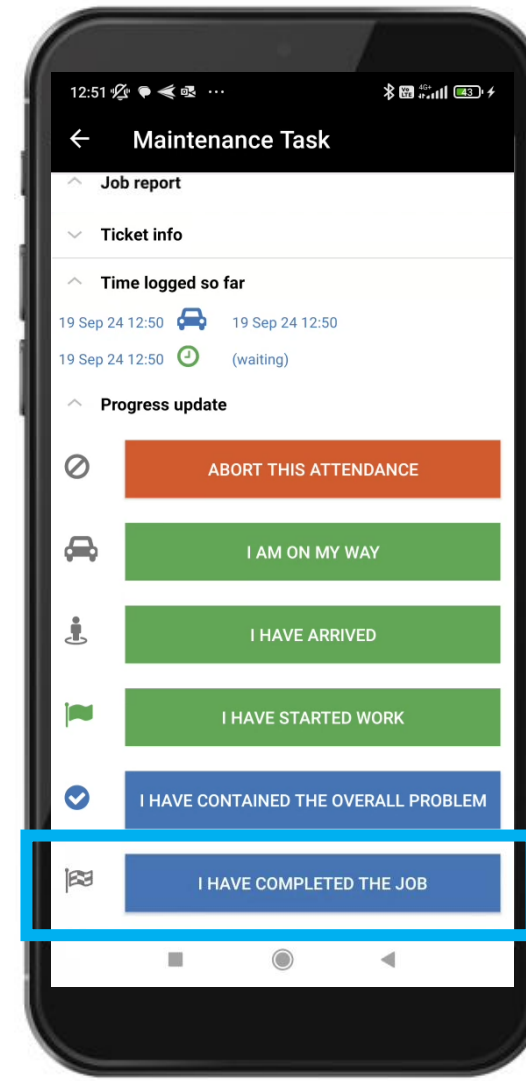
What should happen next?

☒ I NEED TO COME BACK ANOTHER TIME

☐ SOMEONE ELSE NEEDS TO ATTEND

☐ THE OVERALL JOB IS NOW COMPLETE

CANCEL SAVE



# Completing PPM Job

Tap Save and add a comment to finish.

Work start time  
- 19 Sep 24 12:55 +

Work finish time  
- 19 Sep 24 12:55 +

What should happen next

I NEED TO COME BACK ANOTHER TIME

SOMEONE ELSE NEEDS TO ATTEND

THE OVERALL JOB IS NOW COMPLETE

CANCEL SAVE

